

VACANCY ANNOUNCEMENT

U.S. EMBASSY, STOCKHOLM

Date	Subject:	No.
May 18, 2015	Vacancy Announcement – Maintenance Mechanic	2015-34

OPEN TO: All Interested Candidates

FROM: Lewis A. Clark, Management Counselor

POSITION: Maintenance Mechanic FSN-5; FP-9*

OPENING DATE: May 18, 2015

CLOSING DATE: June 1, 2015

WORK HOURS: Full time; 40 hours/week

SALARY: Ordinarily Resident (OR): SEK 317,003 up p.a. (Starting salary)
(Position Grade: FSN-5).

STARTING DATE: As soon as possible

LENGTH OF HIRE: Permanent positions with 6 months probations period

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Stockholm is seeking an individual for the position of Maintenance Mechanic in the Facility Management Section.

BASIC FUNCTION:

As the Senior Carpenter, the incumbent performs general remodeling, repair and preventive maintenance work at all government owned property including the Chancery, warehouse, and residences. To perform carpentry repairs and minor renovations at the skill level of a journeyman. Performs carpentry functions throughout all properties including installation of wood and laminate floors, doors, maintenance on equipment including HVAC, Fire and electrical system, and plumbing systems as needed.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

Completion of secondary school.

Prior work experience:

General experience in the building trades to include general carpentry skills. General skills in the building maintenance trade including diagnosis and repair of systems, equipment and building components.

Post Entry Training:

Successful completion of Distance learning PA-438 work orders for windows.

Language proficiency:

Level 3 (working Knowledge) Speaking/Reading /Writing English is required.

Level 3 (working Knowledge) Speaking/Reading /Writing Swedish is required.

Skills and Abilities:

Ability to maintain the Embassy and all government owned and leased properties to safe an reliable standards. Ability to diagnose carpentry problems and either repair or oversee 3rd party contractors in performing the work. Ability to work well within a team environment and to share knowledge amongst team members cooperatively. Maintain a Swedish Drivers license.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a limited security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application and a current resume or curriculum vitae **in English**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
E-mail: hrstockholm@state.gov

POINT OF CONTACT

Human Resources Office
Telephone: 08 783 53 00

CLOSING DATE FOR THIS POSITION: June 1, 2015

The U.S. Mission in Stockholm provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: LWillis
Cleared: RBarkenhagen